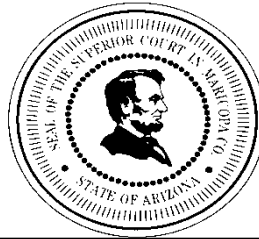


Media Guide 2013

Records and Court-Related Requests



Clerk's Office – Maricopa County



Clerk of the Superior Court
for Maricopa County, Arizona
Michael K. Jeanes, Clerk

Superior Court

Makes Judicial Rulings



Clerk of Superior Court

Maintains Official Court Records



Maricopa County Superior Court

The Arizona State Constitution defines the court and the clerk as two separate agencies.

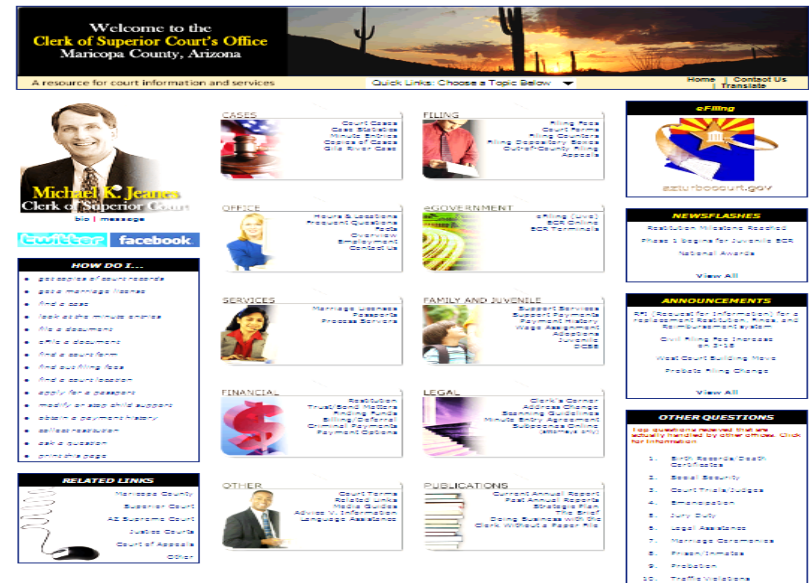
Superior Court – Judicial Branch



“The Court”

Presiding Judge - Norman J. Davis

Clerk of the Superior Court



“The Clerk”

Elected Official – Michael K. Jeanes

<http://www.superiorcourt.maricopa.gov/>

<http://www.clerkofcourt.maricopa.gov/>

How to Look Up Hearing Information

<http://www.superiorcourt.maricopa.gov/docket/index.asp>

The screenshot shows the website for The Judicial Branch of Arizona, Maricopa County. The browser address bar displays the URL <http://www.superiorcourt.maricopa.gov/docket/index.asp>. A callout box points to this URL with the text "Go to Maricopa County Superior Court website". The website header includes the court's name and a navigation menu with links: Home, Superior Court, Adult Probation, and Juvenile Probation. A search bar is also present. On the left, a sidebar lists case types: Civil Cases, Criminal Cases, Family Court Cases, Probate Cases, and Retention Rules. The main content area is titled "Docket" and "Public Access to Court Information". It lists Norman J. Davis as the Presiding Judge and Michael K. Jeanes as the Clerk of the Court. A callout box points to the "Select Case Type" section, which lists links for Civil Court Cases, Criminal Court Cases, Family Court Cases, and Probate Court Cases. At the bottom, an "Availability" notice states: "Due to auditing that occurs up to 24 hours after information is".

Go to Maricopa County Superior Court website

Select Case Type

View Case Information -- Court Calendars, Case Histories, Minute Entries -- for the following:

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)

Availability: Due to auditing that occurs up to 24 hours after information is

How to Look Up a Hearing Information

<http://www.superiorcourt.maricopa.gov/docket/index.asp>

The screenshot shows the website for The Judicial Branch of Arizona, Maricopa County. The header includes the county name and links for Español, Locations, Links, and Employment. A navigation bar contains Home, Superior Court, Adult Probation, and Juvenile Probation, along with a Search button. On the left, a sidebar lists Docket Home, Civil Cases, Criminal Cases, Family Court Cases, Probate Cases, and Retention Rules. The main content area is titled 'Docket > Criminal Court Cases' and features a 'Criminal Court Case History' section. This section contains three search forms: 1. 'Search by Last Name/First Name' with fields for Last Name and First Name, and a Search button. 2. 'Search by Initials and Date of Birth' with fields for Last Name Initial, First Name Initial, and DOB (mm/dd/yyyy), and a Search button. 3. 'Search by Case Number' with a Case Number field and a Search button. Two callout boxes with arrows point to the search forms: one points to the first two forms with the text 'Search for case by name or by case number.', and the other points to the third form with the text 'See bullet point 2.'

1. You can search for a court case by name or case number on the Superior Court's online docket.
2. Multiple defendants will share a common case number with a unique defendant identifier suffix (-001, -002, etc.)

Cameras in the Courtroom



The Judicial Branch of Arizona
Maricopa County

[Español](#) [Locations](#) [Links](#) [Employment](#)

[Home](#)

[Superior Court](#)

[Adult Probation](#)

[Juvenile Probation](#)

[Search](#)

[Media Relations
Department](#)

[Media Room](#)

[Camera Request Form](#)

Media Relations Department ▶ Media Room

Camera Request Form

Contact Info

* Required Fields

* First Name:

* Last Name:

Title:

* Phone:

* Court Date:

* E-mail:

Court Info

* Date
Requested:

* Judge Name:

* Requested
by:

* Defendant
Name:

* Case
Number:

* Case Event:

Other Exp:

* Enter Security Code:

[Submit Request](#)

TJ169N

[Download Forms from
Self-Service Center](#)

FOLLOW US ON [twitter](#)

[facebook](#)

[You Tube](#)

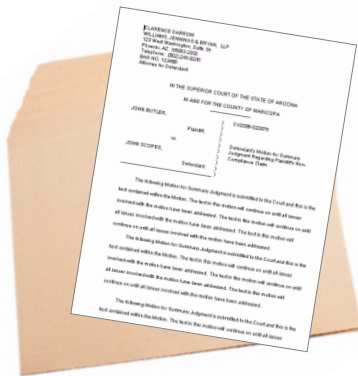
The Superior Court arranges requests for cameras in the courtrooms. Request form online, see link below.

<http://www.superiorcourt.maricopa.gov/MediaRelationsDepartment/MediaRoom/cameraRequest.asp>

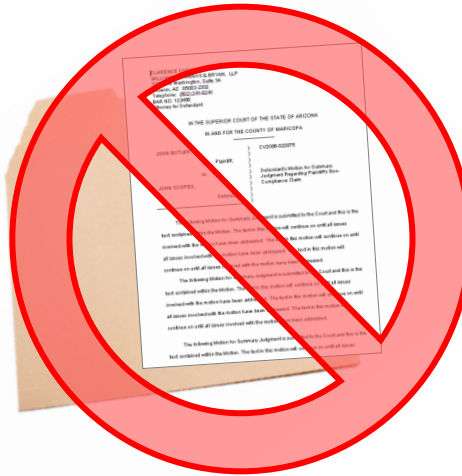
Court Records

Clerk of Superior Court vs. Justice Courts & Muni Courts

Superior Court



Justice Court



Municipal Court



→ Clerk of Court maintains Superior Court records in Maricopa County

→ Does not maintain records for Justice or Municipal Courts

Justice Court Records

Available by contacting the court hearing the case. See the Justice Courts website: <http://justicecourts.maricopa.gov/>



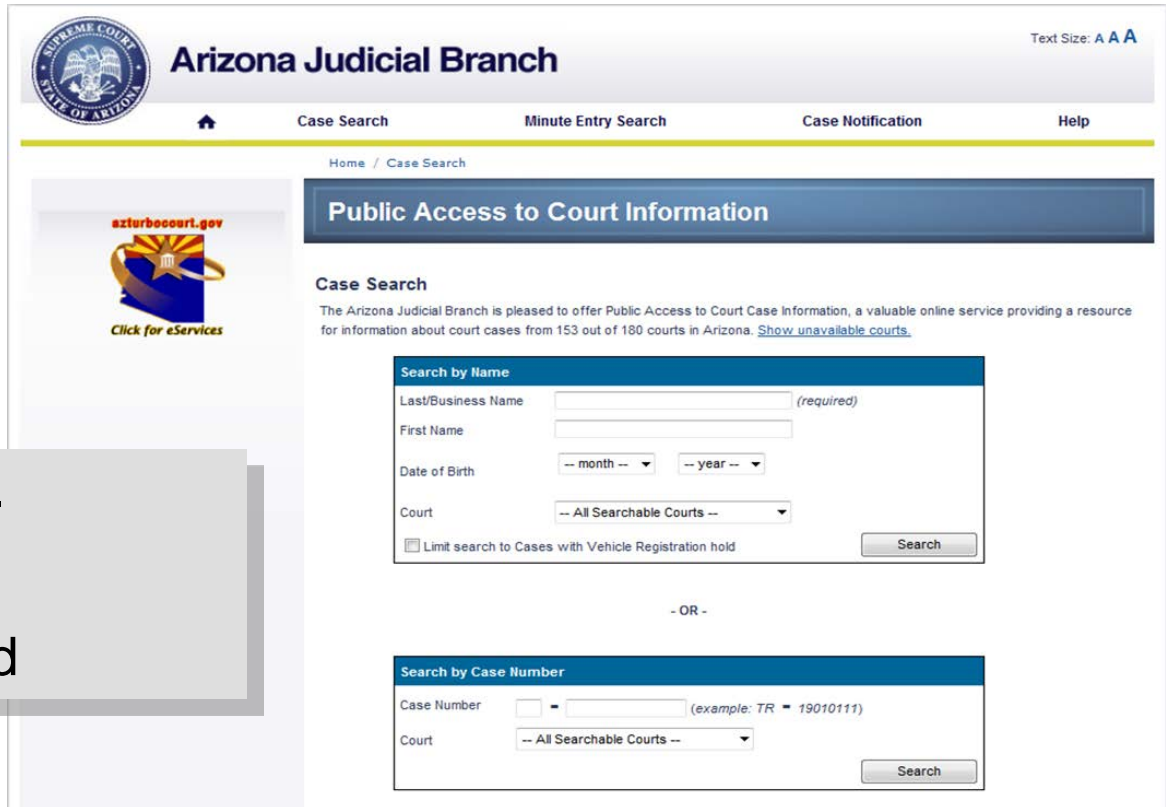
Sources of Public Records

Only the official court record maintained by the custodian of records is the complete record.



Sources of Public Records

Supreme Court Public Access to Court Information on all levels of Arizona courts.



The screenshot shows the homepage of the Arizona Judicial Branch's Public Access to Court Information system. The header includes the Arizona Supreme Court seal, the text "Arizona Judicial Branch", and a "Text Size: A A A" link. Navigation links for "Case Search", "Minute Entry Search", "Case Notification", and "Help" are present. A sidebar on the left features the "azurbocourt.gov" logo and a "Click for eServices" button. The main content area is titled "Public Access to Court Information" and contains a "Case Search" section. This section includes a descriptive paragraph and two search forms: "Search by Name" and "Search by Case Number".

Search by Name

Last/Business Name (required)

First Name

Date of Birth -- month -- -- year --

Court -- All Searchable Courts --

☐ Limit search to Cases with Vehicle Registration hold

- OR -

Search by Case Number

Case Number (example: TR - 19010111)

Court -- All Searchable Courts --

Data elements only-

- NO images, and
- NOT the official record

<http://apps.supremecourt.az.gov/publicaccess/>

Sources of Public Records

Maricopa County Superior Court Case Information



The Judicial Branch of Arizona
Maricopa County

[Español](#) [Locations](#) [Links](#) [Employment](#)

[Home](#) [Superior Court](#) [Adult Probation](#) [Juvenile Probation](#)

[Search](#)

[Docket Home](#)

[Civil Cases](#)

[Criminal Cases](#)

[Family Court Cases](#)

[Probate Cases](#)

[Retention Rules](#)

Docket

Public Access to Court Information

Norman J. Davis

Michael K. Jeanes

Presiding Judge

Clerk of the Court



View Case Information -- Court Calendars, Case Histories, Minute Entries following:

- [Civil Court Cases](#)
- [Criminal Court Cases](#)
- [Family Court Cases](#)
- [Probate Court Cases](#)

Information accessible:

- Docket information
- NO images

Availability: Due to auditing that occurs up to 24 hours after information is

<http://www.superiorcourt.maricopa.gov/docket/index.asp>

Records available

Generally, anything **not** confidential or sealed is available as a public record.



Docketing Court Records

Documents are scanned and docketed in priority order.

When a filing appears on the online docket, the image of the public record is available from the Clerk's Office at any public access terminal.



Clerk's Office locations with public access terminals

http://www.clerkofcourt.maricopa.gov/clerk_loc.asp

For images of public records in Adult cases only



Northwest Regional Court Center
14264 West Tierra Buena Lane
Surprise, AZ 85374



Northeast Regional Court Center
18380 N. 40th St. Suite 120
Phoenix, AZ 85032



Customer Services Center
601 W. Jackson St.
Phoenix, Arizona 85003



Southeast Court Complex
222 E. Javelina,
Mesa, Arizona 85210

Clerk's Office locations with public access terminals

http://www.clerkofcourt.maricopa.gov/clerk_loc.asp

For images of public records in Juvenile cases only



**Juvenile Court
Southeast Facility
1810 S. Lewis
Mesa, Arizona 85210**



**Juvenile Court Center
3131 W. Durango
Phoenix, AZ 85009**

Copy price per page

50 cents per page
(A.R.S. 12-284)

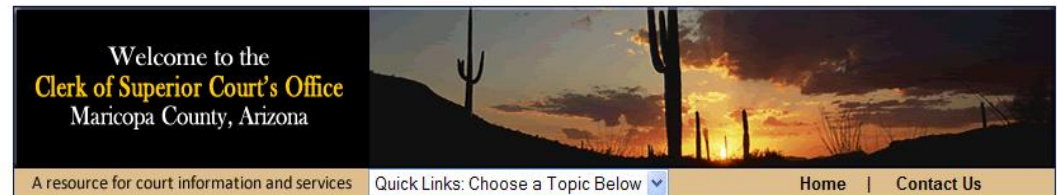


Other Sources of Public Records

Online Minute Entries

Some Minute Entries are available online:

<http://courtminutes.maricopa.gov/>



Clerk of the Superior Court Minute Entries

Case Number: Example: CR1997001234 [Click for Help](#)

Defendent Id:

Last Name:

First Name:

Middle Name:

Judicial Officer Name: Example: Smith [Click for Help](#)

From Date: Example: 01/01/2007

To Date: Example: 01/01/2007

Other Sources of Public Records

“Offline” Minute Entries

Some Minute Entries are prepared “offline” and are available at public access terminals but not online.



Restricted Records

- **Sealed records** are not public and are available by court order only.
- Access to **confidential records** is determined by statute, court rule and order.



Exhibits – 1 of 3

- Exhibits entered into evidence in a trial may be available at the Clerk's Office . . .
- The Court determines by order at the final resolution of a case what is kept by the Clerk and what is returned to counsel or the parties



Exhibits – 2 of 3

- A listing of the trial's exhibits is available as a public record following the final resolution of a case



- Sealed exhibits are determined by law and court order and require further court order to make available for viewing or reproduction

Exhibits – 3 of 3

- The Clerk retains records and exhibits according to the Records Retention and Disposition schedule in the Arizona Code of Judicial Administration, section 4-302
- Audio and video exhibits require a court order for the Clerk to release. The Clerk does not provide equipment to hear, view or record audio and video exhibits



FAQs – 1 of 3

Form IV

- The **Probable Cause Statement**, or “Form IV,” is filed with the Clerk’s Office as part of the prosecution’s filing of a Direct Complaint. It is unavailable until the Direct Complaint is filed.
- A Form IV may be available from the referring law enforcement agency by providing that agency the original report number.

Form IV

FAQs – 2 of 3

Jury lists

- At the end of a trial the jury list will only be available as a public record if ordered so by the court (A.R.S. 21-312)



Transcripts

- Electronically recorded court proceedings can be requested from the Superior Court by calling 602-506-7100. For transcripts call 602-506-3390.



FAQs – 3 of 3

Reading from court documents

Clerk staff will not interpret the language of court records but will assist with obtaining copies of the official court record or arranging access to view public records.

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DEPUTY PUBLIC DEFENDER
11 West Washington, Suite 5
Phoenix, AZ 85003-2302
Telephone: (602) 372-7250
BAR NO. 018956
Attorney for Defendant

Michael K. Jeanes, Clerk of Court
*** Electronically Filed ***
George Knecht
Filing ID 2198
5/18/2005 10:01:10 AM

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MARICOPA



**For more information, visit
the Clerk's website at**

www.clerkofcourt.maricopa.gov

or contact the Clerk's Office:

Aaron Nash

Special Counsel

Public Information Officer

620 W. Jackson St, Suite 3017

Phoenix, Arizona 85003

602-506-2309

nasha@COSC.maricopa.gov

